



U.S. Department of Transportation  
Office of the Secretary of Transportation

## Personal Property Hand Receipt

Property Issued to: (Name/Telephone No.)	Date:	Location:
	Division or Branch:	

Quantity	Description of Item(s)	Serial No. / Bar Code No.	Value

**Statement of Responsibility:**

I have received the item(s) listed above and accept personal responsibility for this property. As an employee of the Government to whom public property is entrusted, I clearly understand that: (1) I am responsible for the proper custody, care, and safeguarding of this property; (2) I am authorized to use the property for official purposes only; (3) I will either return the property to the issuing officer when no longer required for the purpose intended, transfer, or separation from the Government; and (4) If the property is lost, damaged or destroyed, I may be held financially liable and/or subject to discipline if the loss, damage or destruction resulted from my negligence, misuse, dishonesty or willful destruction.

Signature of User	Date of Issue	Property Custodian	Date Returned
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